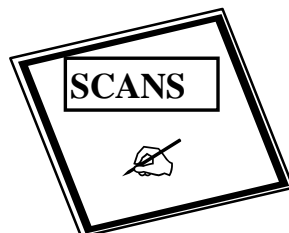




**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT
HOUSTON, TEXAS**

Legal Transcription

POFL 1359



STUDENT LEARNING OUTCOMES (CO)

SCANS COMPETENCIES INCORPORATED

LEGAL TRANSCRIPTION (POFL 1359)

HOUSTON COMMUNITY COLLEGE SYSTEM--CENTRAL COLLEGE COURSE SYLLABUS LEGAL TRANSCRIPTION POFI 1359

SEMESTER:

INSTRUCTOR: CRN:
MEETING TIMES AND DAYS: CAMPUS:
STARTING DATE/ENDING DATE: OFFICE PHONE:
FINAL EXAM DATE: OFFICE HOURS:

LAST DAY FOR ADMINISTRATIVE OR STUDENT WITHDRAWAL:

COURSE DESCRIPTION: An intensive course with an emphasis on actual machine dictated transcription of legal documents, letters, and tables. Course will be offered with legal emphasis. Prerequisite: POFL 1305. 3 credit (2 lecture, 3 lab). Skill development in comprehensive vocabulary, listening, organizing, and transcribing client-quality documents used in a legal office.

STATEMENT OF PURPOSE: The purpose of the Legal Transcription course is to teach the student how to operate a transcription machine with reasonable speed and accuracy to teach basic legal format.

STUDENT LEARNING OUTCOMES (CO)

This is a hands-on instructional course. The student is responsible for studying and completing all appropriate training exercises corresponding to document assigned from the required text. Upon completion of the course, the student should be able to:

- Student will demonstrate use of legal terminology while applying rules of spelling, grammar, and punctuation.
- Students will demonstrate operation of transcribing machine efficiently.

REQUIRED TEXTBOOK

LEGAL TERMINOLOGY AND TRANSCRIPTION, 5TH Edition. Marilyn K. Wallis. Prentice Hall, 2004.

Text and CD package: ISBN: 0-7638-2194-2

Text and Audio Cassettes package: ISBN: 0-7638-2287-6.

REQUIRED MATERIALS: One 3 1/2' HD-diskette, folder with pockets on both sides, and the above required textbook.

REFERENCE

LAW OFFICE TRANSCRIPTION. Debra A. Differding and Sandra Halsne. South-Western Publishing Co. 1992. ISBN: 0-538-70550-7

EVALUATION:

Required Text Documents	75%
Final Exam	<u>25%</u>
TOTAL	100%

HCCS Grading System

The Houston Community College grading system will be used to evaluate students' performance in this course.

Grade	Score
A-Excellent	90-100
B-Good	80-89
C-Fair	70-79
D-Passing	60-69
F-Failure	0-59

HCCS POLICIES

Students are responsible for adhering to and following College policies. The Student Handbook is an excellent source of information for the student concerning these policies. The link for the student handbook is located at

<http://www.hccs.edu/students/handbook/HandbookHome2.html>

Students should familiarize themselves concerning class attendance, withdrawals, scholastic dishonesty, and college services.

STUDENT INFORMATION

A student handbook is available on the College website: <http://www.hccs.edu>. Look under the student subheading to get detailed information concerning students attending Houston Community College System (HCCS). Data such as withdrawal policies, refund policies, incomplete, late assignments, make-ups, extra credit, grading system, attendance requirements, and other details are included in the student handbook..

ADA POLICY STATEMENT

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at their respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Dr. Becky Hauri at 713-718-7909. Also, visit the ADA web site at: <http://www.hccs.edu/students/disability/index.htm>

CLASS ATTENDANCE

Students are expected to attend all classes in which they are enrolled regularly. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with the instructor regarding an absence from a class. Class attendance is checked regularly by the instructor. A student may miss 12.5% of total class hours. ***Reports of excessive absence will be sent to the Veterans Administration, Social Security Office, and other agencies responsible for aid to the student when appropriate.***

DROP OR WITHDRAWAL POLICIES

A student may drop a course or withdraw from the college by following the procedure outlined by the Campus Director. Should circumstances prevent a student from appearing in person to withdraw, withdrawal may be completed by writing to the Registrar's Office. A drop or withdrawal request will not be accepted by telephone. A student who ceases to attend a class without officially dropping or withdrawing, will be given a grade of "F" for non-attendance. A semester-hour student who fails to attend classes by the twelfth class day of a regular term will be administratively withdrawn from the class roll. Students who officially withdraw from a course during the first twelve days of a regular term will not receive a grade and the course will not appear in their permanent records. Students withdrawing from a course after this period and prior to the deadline designated in the college calendar will receive a "W". A student may not withdraw from a course during the last two weeks prior to the final examination period.

ACADEMIC DISHONESTY

Academic dishonesty can result in a grade of F or 0 for the particular test or assignment involved, dropped, and/or expelled from HCCS. Please refer to the HCCS Student Handbook for further information regarding Academic Dishonesty.

LATE ASSIGNMENTS and MAKE-UP TEST POLICY

Students are expected to adhere to the weekly schedule of assignments printed in the course syllabus. Late assignments and make-up assignments will only be accepted at the discretion of the instructor. All assignments for each level are due at the end of the level assignments.

REPEATER POLICY

NOTICE: Students who take a course for the third time or more will face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your professor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

DEGREE PLAN

Students are encouraged to file a degree plan with a Counselor or the Business Technology Department for the certificate and/or degree plan. Please ask your instructor for Degree Plan information or contact the Business Technology Department at 713-718-7808 for information about filing a degree plan.

Job Connections Online Placement Services: <http://jobs.hccs.edu/>

Students and Alumni of the Houston Community College System can post resumes and search jobs online. Registration is free.

WEEKLY SCHEDULE

POFL 1359

<u>WEEK</u>	<u>CASE</u>	<u>CHAPTERS</u>
1 Orientation	1	General Legal Terminology MECHANIC'S LIEN
2	2	Federal and State Court Systems
3	3 Omit	Civil Court Documents Vocabulary CREDIT, COLLECTION, AND DEFAULT JUDGMENT EVALUATION 2
3 Unit 4	4A	Litigation—Commencement of Lawsuit LEGAL POTPOURRI
4	4B	Litigation—Development of Lawsuit EVALUATION 2 CHANGE OF VENUE
5	5	Wills and Probate Litigation--Trial Litigation—Conclusion/Verdicts and Judgments Litigation--Appeals
6		Personal Injury Test on Litigation (Spelling and Transcription)
7		Omit
8		Corporate
9		Dissolution of Marriage
10		Mortgage and Foreclosure
11		Business Law
12		Test on Wills and Probate

13

Business Law -- Contracts

14

Real Estate Law

15 - 16

REVIEW—FINAL EXAMINATION

LEGAL TRANSCRIPTION CASES

<u>CASE</u>	<u>CHAPTERS</u>	<u>DUE DATE</u>	<u>GRADE</u>
1	Mechanic's Lien	12 docs.	
2	Credit, Collection, and Default Judgment	12docs.	
3	Omit		
4	Change of Venue	All docs	
5	Wills and Probate	12 docs	
6	Personal Injury Litigation	12 docs	
7	Omit		
8	Corporate	5 docs	
9	Dissolution of Marriage	3 docs	
10	Mortgage Foreclosure	8 docs	



**HOUSTON COMMUNITY COLLEGE SYSTEM
BUSINESS TECHNOLOGY DEPARTMENT**

Student Questionnaire

Name:	Last Name	First Name	MI	Social Security #
Address:	Street	Apt. #		Home Telephone
City	State	Zip Code		Cell Telephone #
E-mail address:				

Educational Plan

Have you determined your major? _____ Yes No _____

Have you filed a degree plan? _____ Yes No _____ (If no, please see your instructor or Business Technology Department Chair.)

Graduation Target Date: _____

(Must apply for graduation via the counselor's office in order to receive your certificate or degree)

Employment History

Are you currently employed? _____ Yes No _____

Is your employment _____ Part-time? or _____ Full-time?

If you are employed, please complete the following:

Employer _____

Address _____

City _____ St _____ Zip _____ Phone# _____

Comments:

If you have any questions, please call 713-718-7808, or Fax 713-718-6774 between 8:00 a.m. – 5:00 p.m.

HCC seeks to provide equal educational opportunities without regard to race, color, religion, national origin, sex, age, or disability.

Willie T. Caldwell, Department Chair
10141 Cash Road, N-109 , Stafford Texas 77477



Student Success
Organizational Stewardship
Business Technology Department

STUDENT ADVISEMENT CHECKSHEET

When teaching Business Technology courses, it is a **requirement** for the professor to inventory and complete the below list of advisement items from each student.

Have you been informed about **degree plans** (contractual agreement)?

Yes No

Have you been made aware of the importance of completing an application for **graduation** in order to receive your certificate or degree? Yes No

Have you been given **job placement** information including:

- Job Placement Contact Person with
 - E-mail address
 - Telephone Number
 - Location
- Website address
- Access instruction for website including directions on how to navigate the job placement website

Yes No

Name _____

Print "your" Name

I, _____, have been given

Student Signature

Information regarding the above listed items.

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell's office on date of completion.

LECTURE/LAB TEACHING DEMONSTRATION

CLASS/CAMPUS: _____

When teaching lecture/lab course, it is a requirement for the instructor to incorporate lab assignments while lecturing.

A GLANCE AT *THIS* COMPUTER (Example)

1. What is a CPU _____
On-off buttons—(demonstrate) Start vs Reset
Student Response _____ Student Signature

2. Drives on this computer: 3 1/2
inch disk (demonstrate disk) and/or USB Flash drive
CD Rom (demonstrate) Zip Drive (demonstrate)
Student Response _____ Student Signature

3. Desktop (personally their desktop while on that computer)
⇒ If projects are stored on the desktop of the computer in the classrooms
and/or HCC open labs, those documents are erased at the end of each day.

Name _____

Print “your” Name

I, _____, have been given
Student Signature

instructions on the use of “this” computer. *I was provided instruction in both the lecture and lab formats.*

Date _____

Instructor Signature _____

This form will be returned to Willie Caldwell’s office, Scarcella Room N-109 or MC1638 on date of completion of all lecture/lab classes for the semester.

STATEMENT OF WORKPLACE AND FOUNDATION COMPETENCIES SCANS

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our young people are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment,
 - Propose acceptable levels of proficiency,
 - Suggest effective ways to assess proficiency, and
1. Develop a dissemination strategy for the nation's schools, businesses, and homes.

SCANS research verifies that what we call *workplace know-how* defines effective job performance today. This know-how has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

Resources—An ability to identify, organize, and allocate time, money, materials, space, and people. Much of what you do in the classroom can help students develop competency with resources. Emphasize planning skills in relation to preparing, working, and completing assignments.

Interpersonal—Skills to participate as a member of a team, teach others, serve customers, exercise leadership, negotiate, and work with others possessing diverse backgrounds. Cooperative/collaborative learning activities are an effective way to teach interpersonal skills. In discussions after group activities, emphasize interpersonal lessons and challenges of the activities.

Information—An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to process information. Competency with information is basic to any classroom. Emphasize that efforts to master information skills prepare students for future employment.

Systems—An understanding of social, organizational, and technological systems; an ability to monitor and correct performance; a competence in the design and improvement of systems. Look for opportunities for students to use critical thinking skills to identify and analyze systems in their school, community, nation, and world.

Technology—The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware. Although there are many forms of technology that can be used in your class, computers create real interest and opportunities for your students. Encourage your students to make computers an important part of their education, whether the computers are used in self-paced learning or in group projects.

The three SCANS foundation skills identified by the Commission are the following:

1. Basic Skills—Reading, writing, mathematics, listening, and speaking. Classroom activities can develop and reinforce all these basic skills. Teaching these skills in the classroom can provide cross-curricular opportunities.
2. Thinking Skills—Creative thinking, decision making, problem solving, seeing things in the mind's eye, knowing how to learn, and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Helping students to think critically becomes very important so that they may adjust to change. Seek opportunities for students to stretch their minds, find new answers, ask hard questions, and lay foundations for lifelong learning.
3. Personal Qualities—Responsibility, self-esteem, sociability, self-management, and integrity. Throughout their lives, your students will need to get along with others: with classmates, friends and family, customers, and coworkers. Look for chances to reinforce good personal qualities. And remember the power of teaching by example.